

THE HOPI TRIBE
HOPI RESOURCE ENFORCEMENT SERVICES

CHIEF RANGER

INTRODUCTION: This position is responsible for administrative, management and enforcement of tribal laws governing the Hopi Reservation in support of the Hopi Resource Enforcement Services. The incumbent performs duties of comprehensive difficulty and complexity requiring knowledge in supervision, report writing, human/public relations, personnel & financial policies & procedures and applicable laws, ordinances, statutes and regulations.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive).

1. Enforces tribal, state and federal laws governing the Hopi Reservation. Performs all aspects of law enforcement functions including but not limited to, general and emergency assistance, firearms use, investigative report writing and record keeping. Monitors and serves warrants and other court documents directed by tribal, state and federal courts. At times, may also be required to testify in a court of law.
2. Conducts research, develop, implement, administer and evaluate all enforcement management plans, enforcement policies and procedures in support of ordinances pertinent to resource enforcement, i.e., Ordinances 19, 21, 22, 43, 44, 45, 46, 47, and 48.
3. Coordinates and mobilizes Rangers and other personnel in emergency cases, i.e., flooding, snowstorms, chemical spills, shooting, riots, etc., on Hopi Tribal jurisdiction.
4. Maintains liaison with appropriate local, state and federal emergency agencies, the Hopi Law Enforcement Services and other law enforcement agencies regarding enforcement issues on livestock, woodland, cultural, game and fish and outdoor recreation.
5. Prepares and submits management reports and budget proposals/modifications to supervisor, executive officer, Budget Oversight Team, Tribal Council and outside funding agencies on a quarterly and annual basis.
6. Coordinates activities with the Offices of Hopi Lands, Range Management, Water Resources, Environmental Protection, Cultural Preservation, BIA Hopi Law Enforcement Services and the Hopi Agency.
7. Exercises supervisory responsibilities over subordinate staff; establish and conducts employee performance appraisals on a quarterly and annual basis; initiates personnel actions as necessary.
8. Promotes community policing and positive community relations at civic meetings, churches, schools and other places of public gathering by explaining the functions and activities of the Hopi Resource Enforcement Services (HRES). Works with villages/communities and schools to implement crime prevention and juvenile delinquency programs.
9. Performs other duties as assigned and authorized by the Supervisor to meet office/tribal goals and objectives.

COMPLEXITY: The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial of analysis. Assignments are characterized by breadth and intensity of efforts and involve several phases being pursued concurrently or sequentially with the support of others within or outside the organization. Decisions regarding what needs to be done include largely undefined issues and elements, requiring extensive probing and analysis to determine the nature and scope of the problem. The work requires continuing effort to develop programs, resolve unyielding problems, originate new techniques, etc.

SUPERVISION RECEIVED: The incumbent is under supervision and line authority of the Dept. of Natural Resources Manager. The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the incumbent having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the incumbent also determines the approach to be taken and the methodology to be used. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or expected results.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, executive, legislative, judicial branches of tribal, state, & federal governments, livestock owners and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts, provide assistance/protection and establish and network of resources. Some contacts may become hostile depending on the situation.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The position presents a potential hazard to one's health and safety. Travel by foot and automobile coupled with climbing, hiking and running depending upon the situation. The incumbent will be required to carry a firearm and may be called upon to assist the general public and other Law Enforcement Agencies. The incumbent may be required to lift heavy objects weighing in excess of 50 lbs. The incumbent shall be available for duty 24 hours a day. Exposure to varying weather conditions will require the incumbent to wear protective clothing and gear. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : Bachelor's Degree in Criminal Justice, Police Science, Agriculture, Natural Resources or closely related field;

AND

B. Training : Completion of Basic Law Enforcement Training Academy (AzPost) and Basic Supervisory Training;

AND

C. Experience : Six (6) years work experience in law enforcement administration, which involves program planning & evaluation, grant proposal writing, contract administration, personnel & financial management;

OR

D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge : Good working knowledge of personnel and fiscal management policies and procedures

Knowledge of cultural and natural resource management

Knowledge of Hopi culture and tradition

Knowledge of livestock identification and descriptions (equines, bovines, ovine)
Good working knowledge of tribal, state & federal ordinances, laws, regulations and statutes

B. Skills : Excellent verbal and written communication skills to prepare reports and conduct public presentations

Skill in weaponless self-defense

Excellent human/public relations skills

Skill in operating a microcomputer, Microsoft software and basic office machines/equipment

C. Abilities : Excellent ability to speak effectively and write clear, concise reports

Ability to interpret and apply tribal, state and federal laws, ordinances and regulations

Ability to analyze problems quickly and take appropriate and effective actions

Ability to operate a microcomputer, Microsoft software and basic office machines/equipment

Ability to establish and maintain professional working relationship with others

NECESSARY SPECIAL REQUIREMENTS:

1. Possess valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Complete/pass a background investigation.
3. Complete/pass a Polygraph Examination.
4. No felony convictions.
5. No court case pending (excluding minor traffic violations and civil cases that do not involve domestic violence) within the past twelve (12) of application.
6. Must meet AzPost minimum requirements for Peace Officer Certification.

REVIEWED BY:  10/24/01
Department/Office Hiring Authority Date

APPROVED BY:  10.24.01
Personnel Director Date